


Appendix B

Commonwealth of Virginia Database Index Reporting Form									
1. Public Body Name & Numeric Code: VA. Commission for the Arts, 148	4. Point of Contact: Paul Tyler								
2. Database Title: Arts Grants Applications for FY 1998	5. Phone Number: 225-3132								
3. Database Acronym: GRANTS 98	6. Signature & Date:  7/18/97								
<p>7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</p> <p>The "Arts Grants Applications for Fiscal Year 1998" database records all official applications to the Virginia Commission for the Arts for funding during the current fiscal period. The database includes over 70 fields of information, including the name of the applicant, the grant program being applied to, the amount of the request, the grant award amount (if any), payments made, the date of the activity, and numerous other details associated with the application and required for reporting by the state and federal governments.</p> <p>There are no known restrictions to public access, but due to the volume of information contained in the database, it is recommended that the agency contact be consulted in advance regarding the format and planned use of any request.</p> <p><i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>									
8. Date of Last Update: July 17, 1997	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other: As Needed								
<p>10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</p> <table border="0"> <thead> <tr> <th>a. Format</th> <th>b. Cost</th> </tr> </thead> <tbody> <tr> <td>1) Electronic via e-mail, in dBASEIV or ASCII delimited</td> <td>No Charge</td> </tr> <tr> <td>2) Standard financial summary (name, award amount and payments made only), via fax or regular mail</td> <td>No Charge</td> </tr> <tr> <td>3) Complete or customized hard copy versions, via regular mail</td> <td>\$15.00 per hour for preparation</td> </tr> </tbody> </table>		a. Format	b. Cost	1) Electronic via e-mail, in dBASEIV or ASCII delimited	No Charge	2) Standard financial summary (name, award amount and payments made only), via fax or regular mail	No Charge	3) Complete or customized hard copy versions, via regular mail	\$15.00 per hour for preparation
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Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97